

STATEMENT OF WORK

TITLE, SERIES, GRADE

Deputy Chief of Staff for Policy
AD-0301-00

ORGANIZATION

Environmental Protection Agency
Office of the Administrator

TITLE AND GRADE OF SUPERVISOR

Administrator, EPA, EX

STATEMENT OF RESPONSIBILITIES

Serves as Deputy Chief of Staff to the Administrator and provides advice and counsel on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and policies and program supported and advocated by the Congress and the Administration in order to make recommendations to the Administrator concerning the development and implementation of major policies and programs of the Office of the Administrator.

Provides advice to the Administrator and identifies problems areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operations and/or program matters. Arranges for the implementation of specific policies and problem solutions developed, including making action assignments to the appropriate organizational element.

Keeps informed of important developments affecting policies and operations of the Agency. Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or directs staff support for the analysis of action memoranda reaching the Administrator's office.

Represents the Administrator and the Agency at all levels of government, including Federal, state, municipal, and count agencies as well as private industry and citizen groups. Provides information and advice concerning Policy activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and of special significance to the national environmental protection effort.